

# ICE

# Student and Exchange Visitor Program

## Recertification Primer for Certified Schools Autumn 2008



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## Agenda

- SEVP philosophy towards recertification and its goals
- The process
- Passing recertification practice tips
- Examples



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## *Philosophy and Goals*



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## Philosophy

## & Goals

# Philosophy

Our ability to successfully balance national security and cultural exchange depends on the maintenance of a transparent partnership between SEVP and the academic community



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## Philosophy & Goals

# Goals

- Clearly inform schools what we expect
- SEVIS Review



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Philosophy

& Goals

## When and Why Recertification?

- *When?* Begins in January 2009
- *Why?* Regulation and SEVIS II Preparation



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## *The Process*



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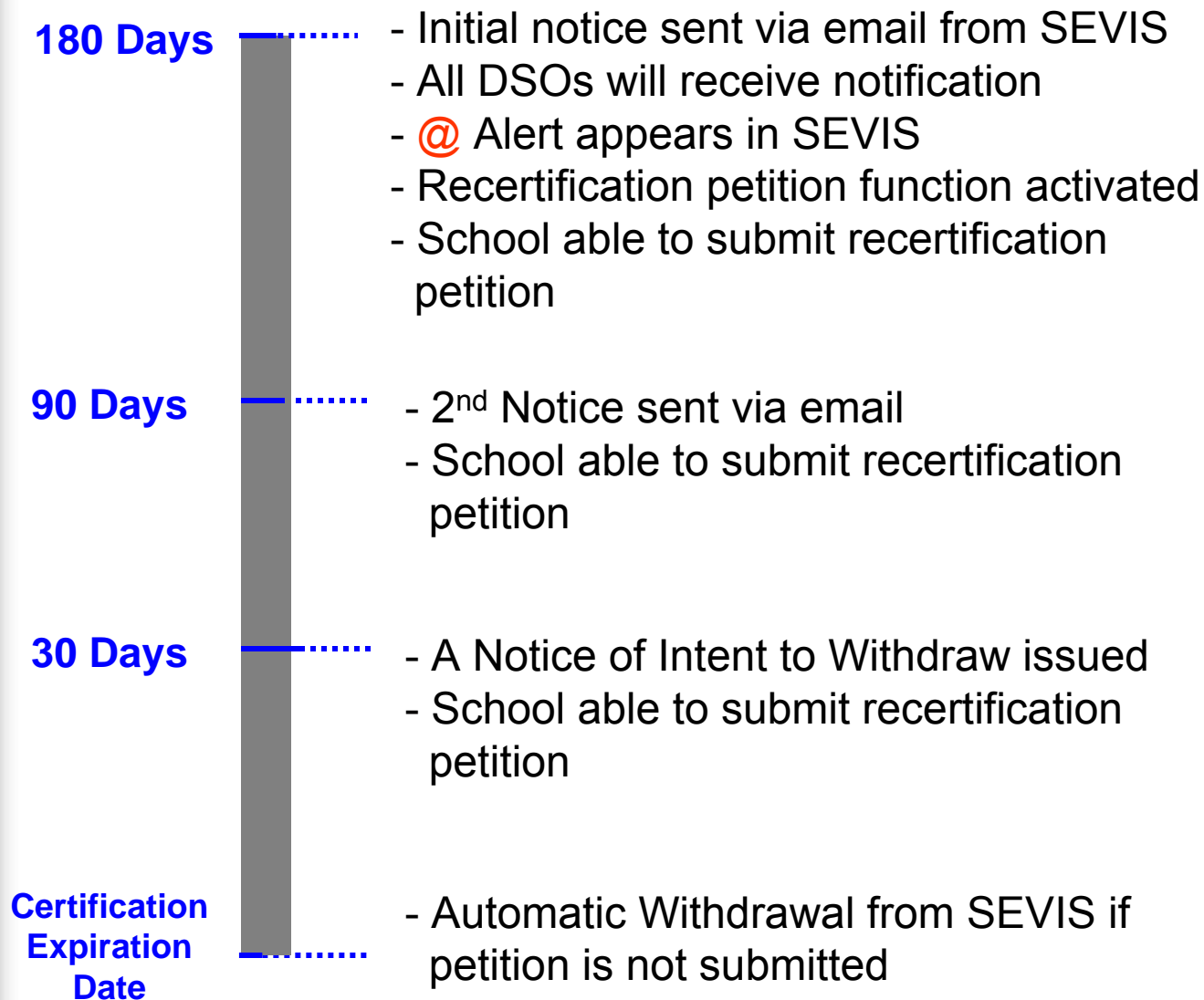
# Before Recertification

- All DSO listings should be up to date
- All DSO contact information, especially email addresses, should be current and verified
- Ensure that any and all firewalls will not block email from SEVP
- Verify that the school mailing address in SEVIS is accurate
- Audit student records for accuracy
- Watch for broadcast messages

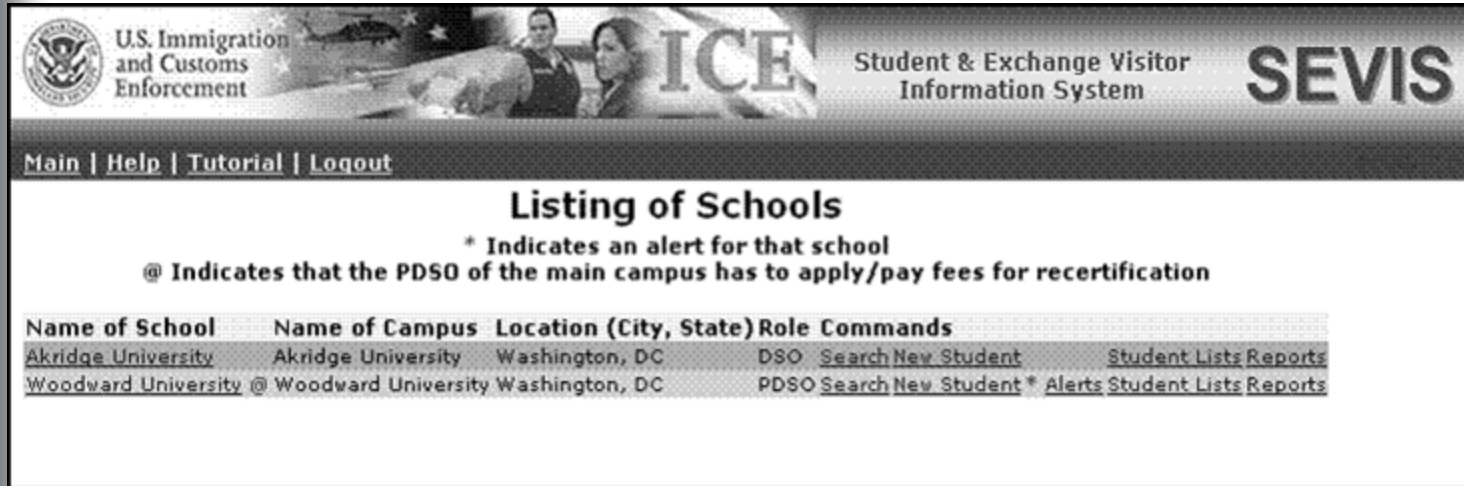




# Recertification Timeline



# SEVIS Recertification Notices



The screenshot shows the SEVIS (Student & Exchange Visitor Information System) interface. At the top, there is a header with the U.S. Immigration and Customs Enforcement logo, the ICE logo, and the text "Student & Exchange Visitor Information System" and "SEVIS". Below the header is a navigation bar with links for "Main", "Help", "Tutorial", and "Logout". The main content area is titled "Listing of Schools" and includes a legend: "\* Indicates an alert for that school" and "@ Indicates that the PDSO of the main campus has to apply/pay fees for recertification". Below the legend is a table with the following data:

Name of School	Name of Campus	Location (City, State)	Role	Commands
<a href="#">Akridge University</a>	Akridge University	Washington, DC	DSO	<a href="#">Search</a> <a href="#">New Student</a> <a href="#">Student Lists</a> <a href="#">Reports</a>
<a href="#">Woodward University</a>	@ Woodward University	Washington, DC	PDSO	<a href="#">Search</a> <a href="#">New Student</a> * <a href="#">Alerts</a> <a href="#">Student Lists</a> <a href="#">Reports</a>

@ Indicates the PDSO of the main campus has to apply for recertification

School Name @ Campus Name Location

# How Will Recertification Work?

- 6 months (180 days) to complete all recertification package requirements, *plan accordingly!*
- Clear requirements so schools can respond completely and effectively
- SEVP will:
  - Use a “scorecard”
  - Give specialized explanations of requirements
  - Issue a Request For Evidence (RFE) only for clarification
  - Provide resources



# Certification Expiration Date (CED)

- The date when a school's certification will expire
- Certification in the program will be automatically withdrawn if the school has not filed for recertification by failing to submit *complete package*
  - If the complete package is not received by the Close of Business the school will lose access to SEVIS at 11:59 pm that day
  - Automatic Withdrawals for abandonment have no appeal rights
  - CED establishes the two year timeline for future recertification cycles



# What is a Complete Package?

- Electronic submission of Form I-17 in SEVIS
- Signed Form I-17 and all supporting evidence mailed/faxed\* to SEVP
- Any applicable fee requirements paid
  - Change of ownership -\$1700
  - Change of location - \$655
  - Campus addition -\$655 per
- All supporting evidence submitted to SEVP at one time
- The *complete package* must be received by SEVP prior to the Certification Expiration Date



# Change of Ownership

- A change of ownership requires the filing of a new petition within 60 days of the change in ownership.
- SEVP requires the new petition fee of \$1700 and an update to all applicable fields in SEVIS.
- SEVP policy currently recognizes the date of a change in ownership as the date a new EIN is issued by the IRS.



# Campus Additions

- An instructional site should be added to a school's Form I-17 when the instructional site either
  - Meets the U.S. Department of Education definition of a branch campus:
    - ◆ Is permanent
    - ◆ Offer courses in educational programs leading to a degree, certificate, or other recognized educational credential
    - ◆ Has faculty and administrative or supervisory organization, and
    - ◆ Has budgetary and hiring authority



# Campus Additions

Or

- Meets most but not all of the branch campus requirements (e.g. All records are centrally stored) or
  - A student could complete more than 51% of their program requirements at that location
- These additional locations must have
    - A school official who can physically verify the presence of international students and assist them when necessary





# Site Visit vs. Site Review

- *Site Visit*: Used to verify eligibility during initial certification or a petition update
- Is required when:
  - Change of location occurs -\$650
  - New campus added - \$650 each
- *Site Review*: Used to gather data when an anomaly has been discovered and cannot be resolved by a desk audit
  - Does not require a fee
  - Used only for compliance
  - Notice is sent via email from SEVIS



# To File

- Only the PDSO can submit the I-17 in SEVIS
- May be submitted after the 180 day notice is sent to the DSOs
- Access to SEVIS is retained during recertification if the school complies with the petition submission requirements
- The date of service for all notices is the date of transmission from SEVIS via email
- Carefully review the evidence package to ensure it is complete
  - Incomplete submissions will result in an automatic withdrawal (for abandonment) which does not have appeal rights



# Required Evidence

- Recertification Evidence Analysis Tool will be available on the SEVP homepage
- Evidence requirements are based on:
  - Type of accreditation
  - Type of school
- After consultation with SCB, you may submit supplementary evidence or explanation for anything you are unable to provide
- Submit all evidence in one package



## SEVP Recertification Scorecard

B		D		E		G		H		
<b>SEVP Recertification Scorecard (DRAFT)</b>										
<b>Applicant Name</b>										
<i>Criterion</i>					<i>Rating</i>					
<b>Section 1. Complete Appropriate Type</b>										
<b>A. Accredited</b>					<b>Yes</b>					
<b>B. Licensed (Local, State, Federal)</b>					<b>No</b>					
1. Financial Statements					No					
2. Facilities					No					
3. Teacher Qualifications					No					
4. Attendance and Grading Policies					No					
5. Course Catalogs					No					
<b>C. Non-Accredited</b>					<b>No</b>					
1. Financial Statements					No					
2. Facilities					No					
3. Teacher Qualifications					No					
4. Attendance and Grading Policies					No					
5. Course Catalogs					No					
6. 3 Letters from Employer (M) or Higher Education					No					
7. State/Local Approval to Operate as a School					No					
					<b>Yes</b>					
					<b>Proceed</b>					
<b>Section 2. Ownership</b>										
Ownership Change Reported in 60 Days?					Yes					
					<b>Proceed</b>					
<b>Section 3. School Reporting</b>										
Completed Updates?					Yes					
Correct I-20 Issuance - Programs?					Yes					
Correct I-20 Issuance - Visas?					Yes					
<b>Section 4. Student Reporting</b>										
Students have physical location address that is different from school physical address?					Yes					
Student name accurate?					Yes					
Student birth date accurate?					Yes					
<b>Total Score</b>					<b>Decision</b>					
<b>Stoplight Ratio</b>					<b>PASS</b>		<b>-</b>		<b>-</b>	
Date					July 16, 2008					
Name					Joan D. Adjudicator					
					<i>Signature</i>					

**Bona Fides:  
Hard Fail**

**Ownership:  
Hard Fail**

**School  
Reporting:  
Soft Pass**

**Student  
Reporting:  
Soft Pass**

# Request For Evidence (RFE)

- Only sent to clarify information or evidence already submitted
- Adjudicators will not request documents overlooked in the submission of the complete evidence package
- 30 days to respond to the RFE
- Only one RFE will be sent
- The burden of proof of eligibility falls on the school
- If no response is received by the close of the 30 day response period the school will be automatically withdrawn



# Recertification Decision

- Approval *and* Denial Notices will be sent via email
- Approval means your school meets the *minimum* requirements for certification in SEVIS
- Recertification approval does not mean that validation studies and other types of review will not be conducted over the next period of certification
- The time needed to adjudicate a complete package will be based on the volume of petitions received and ongoing experience with that workload
- Decision date does not affect future Certification Expiration Dates



# Denial

- If a denial occurs
  - Schools will be able to appeal this decision
  - There is no fee for appeal
  - School will maintain SEVIS access until the appeal options have been exhausted
  - All denied schools are responsible for current F/M students
    - ◆ DSOs must advise and assist students
    - ◆ Instructions will be included in the Notice



# Withdrawals

- Incomplete package = *Automatic Withdrawal*
  - Considered petition abandonment
  - No appeal rights
- If the following is completed prior to the CED, the school may reapply without submitting a new initial petition in SEVIS if the following is completed prior to the CED:
  - Initial petition fee is paid - \$1700
  - *A complete package* is submitted
- *Voluntary Withdrawal*
  - May be requested at any time
  - The president, owner, head of the school, or PDSO must send SEVP a request for withdrawal on official school letterhead





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## Passing Recertification Tips



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## Passing Recertification Tips

# Quick Tips

- Review the broadcast message and policy guidance on Recertification found on our homepage
- If a change of ownership has occurred, report it before January 2, 2009
- If you have added a campus or changed location, but not reported it, do it now



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## Passing Recertification Tips

# Recertification Assistance is Available!

- Website: [www.ice.gov/sevis/recertification](http://www.ice.gov/sevis/recertification)
- [SEVIS.Source@dhs.gov](mailto:SEVIS.Source@dhs.gov) or [schoolcert.sevis@dhs.gov](mailto:schoolcert.sevis@dhs.gov)  
(Subject: *Recertification*)



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## Examples



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## Examples

Denial-  
Failure to  
Submit  
Complete  
Package

B	D	E	G	H
<b>SEVP Recertification Scorecard (DRAFT)</b>				
<b>Applicant Name</b>		Lake Wobegon Elementary School		
<b>Criterion</b>		<b>Rating</b>		
<b>Section 1. Complete Appropriate Type</b>				
<b>A. Accredited</b>		<b>No</b>		
<b>B. Licensed (Local, State, Federal)</b>		<b>No</b>		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
<b>C. Non-Accredited</b>		<b>No</b>		
1. Financial Statements		Yes		
2. Facilities		Yes		
3. Teacher Qualifications		Yes		
4. Attendance and Grading Policies		Yes		
5. Course Catalogs		Yes		
6. 3 Letters from Employer (M) or Higher Education		Yes		
7. State/Local Approval to Operate as a School		No		
		<b>No</b>		
		<b>Deny Recertification</b>		
<b>Section 2. Ownership</b>				
Ownership Change Reported in 60 Days?		Yes		
		<b>Proceed</b>		
<b>Section 3. School Reporting</b>				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
<b>Section 4. Student Reporting</b>				
Students have physical location address that is different from school physical address?		Yes		
Student name accurate?		Yes		
Student birth date accurate?		Yes		
<b>Total Score</b>		<b>Decision</b>		
<b>Stoplight Rating</b>		-	-	<b>FAIL</b>
Date	July 16, 2008			
Name	Joan D. Adjudicator			
	<i>Signature</i>			



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## Examples

### Denial- Failure to Report a Change in Ownership

B	D	E	G	H
<b>SEVP Recertification Scorecard (DRAFT)</b>				
<b>Applicant Name</b>		<b>Amy's School of Taxidermy</b>		
<b>Criterion</b>		<b>Rating</b>		
<b>Section 1. Complete Appropriate Type</b>				
<b>A. Accredited</b>		<b>No</b>		
<b>B. Licensed (Local, State, Federal)</b>		<b>No</b>		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
<b>C. Non-Accredited</b>		<b>Yes</b>		
1. Financial Statements		Yes		
2. Facilities		Yes		
3. Teacher Qualifications		Yes		
4. Attendance and Grading Policies		Yes		
5. Course Catalogs		Yes		
6. 3 Letters from Employer (M) or Higher Education		Yes		
7. State/Local Approval to Operate as a School		Yes		
		<b>Yes</b>		
		<b>Proceed</b>		
<b>Section 2. Ownership</b>				
Ownership Change Reported in 60 Days?		No		
		<b>Deny Recertification</b>		
<b>Section 3. School Reporting</b>				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
<b>Section 4. Student Reporting</b>				
Students have physical location address that is different from school physical address?		Yes		
Student name accurate?		Yes		
Student birth date accurate?		Yes		
<b>Total Score</b>		<b>Decision</b>		
<b>Stoplight Rating</b>		-	-	<b>FAIL</b>
Date	July 16, 2008			
Name	Joan D. Adjudicator			
	Signature			



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## Examples

Conditional

Pass-

Poor Student

Reporting

B	D	E	G	H
<b>SEVP Recertification Scorecard (DRAFT)</b>				
<b>Applicant Name</b>		<b>Michigan University of Pennsylvania</b>		
<b>Criterion</b>		<b>Rating</b>		
<b>Section 1. Complete Appropriate Type</b>				
<b>A. Accredited</b>		<b>Yes</b>		
<b>B. Licensed (Local, State, Federal)</b>		<b>No</b>		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
<b>C. Non-Accredited</b>		<b>No</b>		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
6. 3 Letters from Employer (M) or Higher Education		No		
7. State/Local Approval to Operate as a School		No		
		<b>Yes</b>		
		<b>Proceed</b>		
<b>Section 2. Ownership</b>				
Ownership Change Reported in 60 Days?		Yes		
		<b>Proceed</b>		
<b>Section 3. School Reporting</b>				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
<b>Section 4. Student Reporting</b>				
Students have physical location address that is different from school physical address?		No		
Student name accurate?		No		
Student birth date accurate?		No		
<b>Total Score</b>		<b>Decision</b>		
<b>Stoplight Ratio</b>		-	<b>Conditional Pass</b>	-
Date		July 16, 2008		
Name		Joan D. Adjudicator		
		Signature		



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## Examples

Unconditional

Pass

B	D	E	G	H
<b>SEVP Recertification Scorecard (DRAFT)</b>				
<b>Applicant Name</b>		<b>Academy of English Language Excellence</b>		
<i>Criterion</i>		<i>Rating</i>		
<b>Section 1. Complete Appropriate Type</b>				
<b>A. Accredited</b>		<b>No</b>		
<b>B. Licensed (Local, State, Federal)</b>		<b>No</b>		
1. Financial Statements		No		
2. Facilities		No		
3. Teacher Qualifications		No		
4. Attendance and Grading Policies		No		
5. Course Catalogs		No		
<b>C. Non-Accredited</b>		<b>Yes</b>		
1. Financial Statements		Yes		
2. Facilities		Yes		
3. Teacher Qualifications		Yes		
4. Attendance and Grading Policies		Yes		
5. Course Catalogs		Yes		
6. 3 Letters from Employer (M) or Higher Education		Yes		
7. State/Local Approval to Operate as a School		Yes		
		<b>Yes</b>		
		<b>Proceed</b>		
<b>Section 2. Ownership</b>				
Ownership Change Reported in 60 Days?		Yes		
		<b>Proceed</b>		
<b>Section 3. School Reporting</b>				
Completed Updates?		Yes		
Correct I-20 Issuance - Programs?		Yes		
Correct I-20 Issuance - Visas?		Yes		
<b>Section 4. Student Reporting</b>				
Students have physical location address that is different from school physical address?		Yes		
Student name accurate?		Yes		
Student birth date accurate?		Yes		
<b>1</b>				
<b>Total Score</b>		<b>Decision</b>		
<b>Stoplight Ratio</b>		<b>PASS</b>	-	-
Date		July 16, 2008		
Name		Joan D. Adjudicator		
		<i>Signature</i>		



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## Contact Information

- **General questions:**
  - Email [sevis.source@dhs.gov](mailto:sevis.source@dhs.gov)  
or call 1.800.561.5294 and press “0”
- **School certification questions:**
  - Email [schoolcert.SEVIS@dhs.gov](mailto:schoolcert.SEVIS@dhs.gov)
  - or call 703.603.3400
  - or fax at 703.603.3597 or 703.603.3598
- **Technical questions:**
  - Call the SEVIS HelpDesk at 1.800.892.4829  
between 8 AM and 8 PM, EST
  - or email [SEVIShelpdesk@eds.com](mailto:SEVIShelpdesk@eds.com)
  - Urgent, technical issues: Email [Toolbox.SEVIS@dhs.gov](mailto:Toolbox.SEVIS@dhs.gov)
- **I-901 fee questions:**
  - Check the web or email SEVP at [fmjfee.SEVIS@dhs.gov](mailto:fmjfee.SEVIS@dhs.gov)
  - or call the hotline at 314.418.8833 (Country code 001)



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SEVP

New Location

## New Location

*Effective November 8<sup>th</sup>*

**2450 Crystal Drive  
Century Center, Tower 1  
9th floor  
Arlington, VA 22202**



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